



STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAII 96813-2437

December 1, 2010

TO: Departmental Personnel Officers
FROM: *Cindy S. Inouye*
Cindy S. Inouye, Acting Director
Department of Human Resources Development
SUBJECT: January – June 2011 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the first half of 2011. Please disseminate the statewide safety training schedule to your programs. Registration and confirmation is through the HRMS Training Registration System. Please schedule in accordance with the following:

- Employees and supervisors can register to attend the Workplace Violence Program (WVP).
- BU1 Non CDL employees who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (DATU1) are required to attend.
- Supervisors of BU1 Non CDL employees must attend the four-hour BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years.
- Supervisors of HGEA, CDL and BU10 employees must attend the three-hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.

Should you have any questions, please call me at 587-1100 or contact Jon Kumashiro of the Safety Office at 587-1060.

Attachment

c: Department Heads
Valerie B. Pacheco

Department of Human Resources Development
Safety Training Schedule 1/1/11 – 6/30/11 by Training Program

Workplace Violence Training Program (WVP)

Date	Island	Session #	Time	Location
2/8/11	Oahu	0028 0029	9:00 – 11:00am 1:00 – 3:00pm	State Office Tower, Rm 204 235 S. Beretania St
4/19/11	Kauai	0030	9:00 – 11:00am	UPW Conf Rm 4211 Rice St
5/10/11	Oahu	0031 0032	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
5/17/11	Kona	0033	9:00 – 11:00am	Kona Airport Conf Rm 73-200 Kupipi St

Drug and Alcohol Testing Program for Supervisors (CDAT)
(CDL, HGEA, BU10)

Date	Island	Session #	Time	Location
3/22/11	Oahu	0049	8:30 – 11:30am	State Office Tower, Rm 204 235 S. Beretania St
4/20/11	Kauai	0050	12:30 – 3:30pm	UPW Conf Rm 4211 Rice St
5/18/11	Kona	0051	12:30 – 3:30pm	Kona Airport Conf Rm 73-200 Kupipi St
6/7/11	Oahu	0052	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)

Date	Island	Session #	Time	Location
4/20/11	Kauai	0082	9:00 – 11:00am	UPW Conf Rm 4211 Rice St

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BU1 Non CDL Drug and Alcohol Testing Program for Employees (DATU1)

Date	Island	Session #	Time	Location
5/18/11	Kona	0083	9:00 – 11:00am	Kona Airport Conf Rm 73-200 Kupipi St
6/21/11	Oahu	0084	9:00 – 11:00am	Aloha Stadium, Hospitality Room
		0085	1:00 – 3:00pm	99-500 Salt Lake Blvd

BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
4/5/11	Oahu	0038	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Blvd
4/19/11	Kauai	0039	12:30 – 4:30pm	UPW Conf Rm 4211 Rice St
5/17/11	Kona	0040	12:30 – 4:30pm	Kona Airport Conf Rm 73-200 Kupipi St